

***ARLINGTON PUBLIC SCHOOLS***

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
School Committee Meeting  
Monday, March 21, 2016  
4:30 PM***

*Policies and Procedures Subcommittee*

*Town Hall  
Conference Room, 2nd Floor Annex, near Town Manager's Office  
730 Mass Avenue  
Arlington, MA 02476*

*Open Meeting*

*Approval of Draft Minutes, March 3, 2016*

*Public Participation*

*Review School Committee Policies*

*Review the following policy changes:*

*Second Read:*

*File ACAB-E Policy on Sexual Harassment*

*File ADC Smoking on School Premises*

*File BDFA Concerning School Councils and election dates*

*File EEAA Safe Travels Policy Walkers and Riders to Legal Council*

*First Read:*

*File GCB, Professional Staff Contracts and Compensations plans*

*Delete Files GCBA and GCBB Professional Staff contracts & compensation*

*Second Read:*

*File IJNDD- Email Distribution List Policy*

*File JEB Entrance Age*

*Delete File JICG AHS Policy on Tobacco*

*File JKAA Physical Restraints of Students Policy*

*Delete File KGC Smoking on School Premises at Public Functions*

*File KI Visitors to the Schools*

*New Business*

### *Adjournment*

*The listings of matters are those reasonably anticipated by the Chair; which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Judson Pierce, Chair*



## **Town of Arlington, Massachusetts**

---

### **Meeting Location**

#### **Summary:**

Policies and Procedures Subcommittee

Town Hall

Conference Room, 2nd Floor Annex, near Town Manager's Office

730 Mass Avenue

Arlington, MA 02476



## **Town of Arlington, Massachusetts**

---

### **Approval of Draft Minutes, March 3, 2016**

#### **ATTACHMENTS:**

Type	File Name	Description
▢ Minutes	SC_P_P_meeting_draft_minutes_3-3-16.docx	SC P&P minutes for approval 3 3 2016

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room– March 3, 2016 –8:15 a.m.

DRAFT Minutes

In Attendance:

Subcommittee Members:	Judson L. Pierce-Chair
	Jennifer Susse
	Kirsi Allison-Ampe
Administration:	Kathleen Bodie-Superintendent, Robert Spiegel- Director of Human Resources
Counsel:	Rebecca Bryant, Esq.

The meeting was called to order at 8:20 a.m. A motion to approve the Draft minutes from the February 1, 2016 Policies and Procedures meeting was made by Dr. Allison-Ampe, seconded by Mr. Pierce. The motion passed unanimously 2-0.

There was no public participation.

The following files were discussed:

File ACAB-E Policy on Sexual Harassment-The subcommittee decided to remove the old names and addresses listed in this policy.

File ADC Smoking on School Premises- The subcommittee decided to Delete File KGC Smoking on School Premises at Public Functions, Delete File KGC Smoking on School Premises at Public Functions and Delete File JICG AHS Policy on Tobacco as these were contained within File ADC.

File BDFA Concerning School Councils and election dates-The subcommittee decided to encourage school councils to hold their elections before October 15<sup>th</sup>

File EEAA Safe Travels Policy Walkers and Riders to Legal Council-The subcommittee decided to add language encouraging walkers but to run this by Town Counsel for comment/guidance.

File GCB, Professional Staff Contracts and Compensations plans-the subcommittee wanted to consolidate and Delete Files GCA, GCBA and GCBB Professional Staff contracts & compensation,

but to have Attorney Bryant come up with this and have it to us at our next subcommittee meeting.

File IJNDD- Email Distribution List Policy. The subcommittee reviewed this to determine if it needed revision. This was put over for a future agenda item.

File JEB Entrance Age-The subcommittee asked Mr. Pierce to add language at the top of the policy explaining why the district had a strict August 31<sup>st</sup> cut off date for Kindergarteners and First Graders turning ages 5 and 6 respectively.

File JKKA Physical Restraints of Students Policy-Mr. Spiegel will send out the revisions that are in line with the state's current laws on this.

File KI Visitors to the Schools- The subcommittee recommends adding wearing the appropriate badge and signing in which is in line with current practice.

Mr. Pierce will send to the members the 2014 recommended list of revisions from Attorney Bryant and this will be used as a springboard for the next policies and procedures subcommittee to work with.

The next meeting to further conduct the business of the 2015-2016 SC year will be on March 21, 2016 at 4:30p.m. Motion to adjourn by Dr. Susse, seconded by Mr. Pierce, passed unanimously at 10:45 a.m.



## Town of Arlington, Massachusetts

---

### Review School Committee Policies

#### Summary:

Review the following policy changes:

#### Second Read:

File ACAB-E Policy on Sexual Harassment

File ADC Smoking on School Premises

File BDFA Concerning School Councils and election dates

File EEAA Safe Travels Policy Walkers and Riders to Legal Council

#### First Read:

File GCB, Professional Staff Contracts and Compensations plans

Delete Files GCBA and GCBB Professional Staff contracts & compensation

#### Second Read:

File IJNDD- Email Distribution List Policy

File JEB Entrance Age

Delete File JICG AHS Policy on Tobacco

File JKAA Physical Restraints of Students Policy

Delete File KGC Smoking on School Premises at Public Functions

File KI Visitors to the Schools

#### ATTACHMENTS:

Type	File Name	Description
Second Reading	File_ACAB-E_Sexual_Harrassment_03_24_2016_second_read.docx	ACAB-E Policy on Sexual Harassment
Second Reading	File_ADC_Smoking_on_School_Premise_03_24_2016_for_second_reading_no_additional_edits.docx	ADC Smoking on School Premises
Second Reading	File_BDFA_School_Councils_3_24_2016_w_edits_3_21_2016_for_P_P_second_reading.docx	BDFA School Councils
Reference Material	EEAA_Walkers_with_edits_send_to_town_counsel_3_21_2016_for_review.docx	EEAA Safe Travels for Legal to review
First Reading	03_21_2016_P_P_of_policy_-draft_GCB.doc	GCB Professional Staff Contracts and Compensations plans
First Reading	gcba_Professional_staff_salary_schedules.pdf	GCBA Prof Salary to delete
First Reading	gcbb_Employment_of_Principals.pdf	GCBB Employment of Principals to delete
Second Reading	File_IJNDD_Email_Distribution_List_Policy__03_24_2016_with_edits_for_second_read_3_21_2016.docx	IJNDD Email Distribution List Policy
Second Reading	JEB_Entrance_Age_3_24_2016_w_edits_for_second_read_3_21_2016.docx	JEB Entrance Age w edit for second read
Second Reading	File_JICG_AHS_Policy_on_Tobacco_03_24_2016.docx	Delete JICG AHS Policy on Tobacco

- Second Reading

File\_JKAA\_Physical\_Restraint\_Policy\_updated\_March\_2016\_\_3\_24\_2016.docx
- Second Reading

File\_KGC\_03\_24\_2016\_delete\_policy\_second\_read.docx
- Second Reading

File\_KI\_Visitors\_to\_School\_\_03\_24\_2016\_w\_edits\_for\_second\_read.docx

JKAA Physical  
 Restraint of  
 Students  
 second  
 Delete KGC  
 Smoking on  
 School  
 Premises at  
 Public  
 Functions  
 KIVisitors to  
 the school for  
 second read



## **POLICY ON SEXUAL HARASSMENT**

1. It is illegal and against Town policy for any worker, male or female, to harass another worker by: making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct.
2. The creation of an intimidating, hostile, or offensive working environment may include but it is not limited to such actions as persistent comments on a worker's sexual preferences, the display of obscene or sexually oriented photographs or drawings, or the telling of sexual jokes. Conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The Town will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
3. The Town will not condone any sexual harassment of its employees. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.
4. The Town will not condone sexual harassment of its employees by non-employees, and instances of such harassment should be reported as indicated below for harassment by employees.
5. Employees who feel victimized by sexual harassment should report the harassment to their supervisor immediately. If the worker's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior.
6. Appointing Authorities, Department Heads and Supervisors who receive a sexual harassment complaint should carefully investigate the matter, questioning all employees who may have knowledge of either the incident in question or similar problems. The complaint, the investigative steps and findings, and disciplinary actions (if any) should be documented as thoroughly as possible.
7. Any employee who makes a complaint, or who cooperates in any way in the investigation of same, will not be subjected to any retaliation or discipline of any kind. Employees who are dissatisfied with the investigating superior's resolution of a sexual harassment complaint may file a complaint with the Affirmative Action Officer, who will investigate in the manner indicated in #6 above. The Affirmative Action Officer will recommend, to

the appropriate appointing authority, actions (if any) to be taken as a result of investigative findings. The Affirmative Action Officer is located at Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476 (781) 316-3121.

8. Employees who feel victimized by sexual harassment may also wish to take advantage of any assistance offered by their employee organizations (if any). The Massachusetts Commission Against Discrimination and Equal Employment Opportunity Commission are also available to provide assistance. They are located at:

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place  
Boston, MA 02108 (617) 727-3990

Equal Employment Opportunity Commission (EEOC)  
1 Congress Street 10th floor Rm #1001  
Boston, MA 02114 (617) 565-3200

Date	Chair
	Board of Selectmen
Date	Town Manager
Date	Treasurer
Date	Chair
	Board of Assessors
Date	Town Clerk
Date	Kathleen Bodie
	School Superintendent

Updated 4/10/2014

[Revised and updated 3/24/2016](#)

## **SMOKING ON SCHOOL PREMISES**

| Use of any tobacco products [or smoking, vaping materials](#) within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code and shall receive education on the hazards of smoking.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state law.

LEGAL REF.: M.G.L. 71:37H

| Revised: ~~March 9, 2004~~ [03 24 2016](#)

## SCHOOL COUNCILS

File: BDFA

The Purpose of School councils is to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

For the high school the council shall review the student handbook each spring to consider changes in disciplinary policy to take effect for the following school year

The school council "shall assist [the principal] .... in the review of the annual school budget." This language refers to the school building budget, not to the district budget.

At each school there shall be a School Council composed in accordance with MGL 71:59C, and elected as required therein. The School Committee encourages schools to hold School Council elections in September of each year no later than October 15<sup>th</sup> as this will assist the School Committee in its budget planning process. ~~prior to the end of each school year in June. School Councils should be broadly representative of the racial and ethnic diversity of the school building and community.~~ School Councils are considered municipal agencies and their members are considered municipal employees for purposes of the conflict of interest law. The School Committee encourages at least six School Council meetings per year. (MGL 268A)

This policy is designed to insure the consistent implementation throughout the Arlington Public Schools of provisions of Massachusetts General Law 71:59C which requires the establishment of School Councils in each of the public schools in the Commonwealth of Massachusetts. The Superintendent and the Principals shall be responsible for familiarizing themselves and ensuring full compliance with MGL 71:59C.

The school Principal shall co-chair the council, and will be responsible for convening the first meeting no later than forty days after the first day of school, at which meeting a co-chairman shall be selected.

The School Council shall meet regularly during the school year. Meetings of the School Council shall be subject to the provisions of MGL 39:23A through C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, on the official Town bulletin board outside

the Town Clerk's office, and that minutes of the meeting shall be maintained as required. Each council is encouraged to set its calendar of regular meetings for the year at its first meeting of the school year, and to post these meetings on the District website and/or their own school website in addition to the posting required by Massachusetts law. Where circumstances warrant, the council may choose to call additional meetings. The scope of the school council does not require, and therefore does not qualify for, executive session.

The School Council shall assist in the identification of the educational needs of the students attending the school, shall assist in the review of the annual school budget and in the formulation of a school improvement plan.

The School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law.

At least once per year, the School Committee shall facilitate the provision of training for all interested School Council members, said training to be provided by the Massachusetts Association of School Committees or a comparable training provider.

LEGAL REFS.: M.G.L. 39:23A-C; 71:59C; 268A

**Approved by Arlington School Committee, January 12, 2012**

## **SAFE TRAVEL POLICY WALKERS AND RIDERS**

The School Committee promotes safe traveling routes for all its public school students, deploying traffic supervisors, as needed, at certain streets/intersection, and/or by providing bus service. When safe to do so the Arlington Public Schools encourages walkers because fewer vehicles promotes more safety.

When there is a compelling concern for the safety of children traveling to and from school, the Building Principal shall contact the Safety Officer; an advisory committee of parents and staff may be organized (if appropriate) to address any safety issue(s). All recommendations will be made to the Superintendent.

If appropriate, the Superintendent, with input from the Community Safety Department, will then formulate a plan for consideration and possible vote of the School Committee.

As designated by the School Committee students in grades K through 6 are eligible for transportation to and from school if they live more than two (2) miles from their assigned school.

A student who meets any of the following criteria shall qualify for transportation used in traveling between school and home:

1. Special needs students whose disabilities necessitate transportation between school and home and who are not transported in school department vehicles.
2. The School system will extend the same transportation privilege to private school students who reside and attend school within the town of Arlington and who qualify under the criteria set forth above. ~~Exception to the above provisions is made under terms of the School Committee's policy on open enrollment. (See policy JECC)~~

It is the intent of this policy that all Arlington Public School children will have safe access to their schools and that parents and staff will have input into planning consistent with system-wide practices.

LEGAL REFS.: MGL. 71:7A, 7IB;5 [71:68](#)

**Revised: November 23, 2004**

## PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS

The School Committee determines the compensation to be paid professional employees in the following ways:

1. Most professional staff, with the exception of principals, central office administrators, and substitutes, is represented for the purpose of collective bargaining by one of the following employee organizations:

Arlington Education Association: Bargaining unit made up of teachers and other identified professional staff,

Arlington Administrators Association: Bargaining unit made up administrators other than principals and central office administrators.

The salary schedules for professional staff represented by these organizations will be established through the bargaining process. These schedules will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

2. Principals will be employed by the Arlington Public Schools under individual contracts of employment. The Superintendent is responsible for establishing the terms and conditions of employment for each principal, subject to any policy and budgetary provisions established by the School Committee. The length of each principal's contract, as established by the Superintendent, shall be consistent with the provisions of General Laws c. 71 §41. The Superintendent may meet with the principal to discuss applicable terms and conditions of employment and shall hold such a meeting if requested by the principal. As a condition of employment, each principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually before *[[?October 15]]* must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

3. The School Committee is responsible for appointing and established the terms and conditions of employment for the superintendent, the business administrator, any assistant or associate superintendents, and the administrator of special education. The superintendent and business manager may be employed pursuant to individual contracts not to exceed six (6) years in length. The Superintendent is responsible for appointing all central office administrators not specified in this section and for establishing the terms and conditions of employment for such positions, subject to any policies and budgetary provisions established by the School Committee.

4. The terms of individual employment contracts shall generally begin July 1, although personnel who work September-June shall start work on the assigned day at the beginning of the

school year. All changes in the terms of individual contracts for professional staff members will be put into explicit written amendments to the contract *[reviewed by the Committee's legal counsel??? is this consisted with practice?]* and signed by both parties.

5. Administrator salaries will be reviewed annually prior to July 1. The Superintendent may survey other school systems to determine salaries being paid for comparable positions in each system and shall conduct such surveys if requested to so by the School Committee. The survey will include the effective date of the specified salaries.

LEGAL REFS.: M.G.L. 71:37; 71:40; 71:41; 71:43 71:59; 71:59B; 71B;3A

Cross REFS: GCB sub codes (all relate to compensation and benefits for professional staff.)

*Attorney Notes:*

*(1) This draft policy is designed to replace the current GCB, GCBA and GCBB.*

*(2) The legal references have been added to reflect applicable statutes.*

*(3) Cross References were eliminated because they were either not found in the Policy Manual or were recommended for substantial changes or elimination in the legal review dated January 24, 2014.*

*(4) Per the subcommittee's initial discussion, the draft is designed to provide for the school committee's budgetary and policy oversight, while allowing the superintendent to establish individual salaries and terms, as consistent with statutory provisions.*

*(5) While the current policies include individual contracts for all administrative personnel, the MA law references such contracts only for the superintendent, business manager, and principals. Thus, this draft includes contracts only for those positions. Notably, most (although perhaps not all) administrators would likely qualify as "supervisors." Therefore, under Ch 71:41 after 3 years they cannot be dismissed absent "good cause," regardless of any contract period. Thus contracts would serve only to create job security during the first 3 years. If the SC wishes to authorize contracts for this purpose, it could theoretically add a provision to that effect.*

Rb/Arlington/policy/16-02-admin compens/16-03-19-draft-GCB



## **PROFESSIONAL STAFF SALARY SCHEDULES**

### Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

### Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

### Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: Teachers' Agreement

## **EMPLOYMENT OF PRINCIPALS**

Principals shall be employed by the Arlington Public Schools under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the formal presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Contracts issued to Principals will be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually before July 1 must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

**Revised and approved by School Committee January 22, 2008**

## **E-Mail Distribution List Policy**

~~The Arlington Public School District fulfills its technology mission in part by offering distribution lists and by providing this service to promote educational excellence, and by facilitating resource sharing, innovation, and communication.~~ Distribution lists enable an individual to send to multiple e-mail accounts in a single message. E-mail content sent via distribution lists must have a direct connection to the educational mission of individual schools or, the district in general, and should be in the form of announcements or requests for participation in school-related activities. Distribution list content should not be related to personnel issues or to the management of the school or district.

### Access to Distribution Lists

Access to distribution lists will be limited to faculty and staff of the Arlington Public Schools and to members of the community who have children officially enrolled in the district.

Postings to distribution lists will be limited to distribution list members. Additional restrictions to distribution lists may be implemented at the discretion of the Director of Technology. [Postings to official school distribution lists will be limited to faculty and staff.](#)

Access will be disallowed upon termination of employment or the unenrollment of the student. Distribution lists privileges will also be subject to termination without prior notice upon violation of this policy.

### Unacceptable Use

The use of e-mail distribution lists is provided to facilitate education. Inappropriate use will result in cancellation of privileges. Users should not expect privacy in the use of distribution lists and should further understand that communications sent through the district's e-mail system are part of the public record. Routine maintenance and monitoring of the network may lead to discovery that a distribution list member has violated this policy, or the law. The Superintendent of Schools, Assistant Superintendent of Curriculum, Director of Technology, or designee shall have the right to access e-mail and e-mail lists without prior notice.

### ***It is unacceptable to use the e-mail distribution list:***

- (1) in furtherance of any illegal act, including violations of any state or federal criminal or civil laws or regulations;
- (2) to access, display, or share sexually explicit, obscene, or otherwise inappropriate materials, messages, or images;

- (3) to send or display threatening or harassing messages, materials, or images, including, but not limited to, message, materials, or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that offensively address someone's age, sex, sexual orientation, religion, race, ethnicity, national origin, disability, or political beliefs;
- (4) to access, display, or disseminate material that advocates violence or discrimination towards other people (hate literature);
- (5) for any personal or commercial purpose, including but not limited to, the offering, providing, leasing, or purchasing of products or services;
- (6) to gain, or attempt to gain, unauthorized access to the district network or to any other computer system through the network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files;
- (7) to intercept or attempt to intercept communications intended for other persons;
- (8) for any political purpose;
- (9) to libel or otherwise defame any person;
- (10) to violate any copyright laws or to infringe on any intellectual property rights;
- (11) to distribute chain letters;
- (12) to develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network;
- (13) to establish unauthorized connections which create routing patterns that are inconsistent with the effective and shared use of the district's network;
- (14) for any use that causes interference with or disruption of the district's network;
- (15) for any use that causes interference with or the disruption of the district's network's users or resources.

Revised by Arlington School Committee March 24, 2016

## ENTRANCE AGE

The Arlington Public Schools("APS") believe a strict cutoff date for the start of Kindergarten and First Grade benefit the educational and social/emotional needs of the student throughout his or her K-12 years. Considerable discussion and research, such as the *Early Childhood Longitudinal Study*, among the findings were that in reading, mathematics, and general knowledge, older kindergartners outperform younger kindergartners

[rachel@admitster.com](mailto:rachel@admitster.com)sponsored by the U.S. Department of Education has been conducted on this issue of school readiness. For this reason at this time the APS will not entertain petitions to accelerate the start date for a student based on age.

The School Committee has the authority, within the limits of the law and State Board of Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS: JEA, Compulsory Attendance Dates  
JF, School Admissions

Revised: ~~September 27, 2005~~  
March 24, 2016

## **ARLINGTON HIGH SCHOOL POLICY ON TOBACCO**

Arlington High School is committed to having a smoke and tobacco free environment for all members of the school community. Therefore tobacco use is not allowed at any time at Arlington High School. This includes all school property, transportation vehicles used in athletic events, proms, clubs, performances, field trips, etc. Snuff, chewing and smokeless tobacco are treated the same as all other tobacco products for the purposes of this rule. Students should be aware that the penalties for violation of this tobacco rule, as they affect athletic participation as mandated by the Massachusetts Interscholastic Athletic Association, may be lengthier than penalties imposed by the school. Violations will result in the following consequences:

### **1<sup>st</sup> Offense**

- Parent Notification
- Tobacco Education classes (four classes, once per week-within a five week span)
- If Tobacco Education classes are not completed in a given five week period, three days of late suspension will be substituted
- Notification to sports and activity directors

### **2<sup>nd</sup> Offense**

- Parent Notification
- Tobacco Education classes (four classes, once per week-within a five week span and one day of late suspension)
- If Tobacco Education classes are not completed in a given five week period, four days of late suspension will be substituted.
- Notification to sports and activity directors

### **3<sup>rd</sup> Offense**

- Parent Notification
- Tobacco Education classes (four classes, once per week-within a five week span and two days of late suspension)
- If Tobacco Education classes are not completed in a given five week period, five days of late suspension will be substituted.
- Notification to sports and activity directors

When the opportunity to attend the Smoking Education Program is not available suspensions will be enforced.

## POLICY ON RESTRAINT OF STUDENTS

The Arlington Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

**Purpose.** The purpose of this policy is to ensure that every student attending the Arlington Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

**Use of Restraint.** Physical restraint<sup>1</sup> shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint<sup>2</sup> is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

---

<sup>1</sup> **Physical restraint** shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

<sup>2</sup> **Prone restraint** shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position.



(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint<sup>3</sup>, medication restraint<sup>4</sup>, and seclusion<sup>5</sup> shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.<sup>6</sup>

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

**Proper Administration of Physical Restraint.** Only Arlington personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Arlington Public School from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

**Staff Training.** All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

---

<sup>3</sup> **Mechanical restraint** means the use of any device or equipment to restrict a student's freedom of movement.

<sup>4</sup> **Medication restraint** means the administration of medication for the purpose of temporarily controlling behavior.

<sup>5</sup> **Seclusion** means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.

<sup>6</sup> **Time-out** means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

**Reporting Requirements.** Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the students' progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

**Prevention of Dangerous Behavior.** As set forth in the Regulations, the Arlington Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

**Parent Engagement.** In accordance with the regulations, the Arlington Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

**Complaints.** Complaints and investigations regarding restraint practices should be directed to the Assistant Superintendent if the complaint involves a general education student and to the Director of Special Education if the complaint involves a student receiving special education services.

**Additional information**, including a copy of the regulations, can be obtained from Assistant Superintendent/Director of Special Ed. who can be reached at 781 316 3523 or 781 316 3531. A copy of the regulations may also be obtained at [www.doe.edu/lawsregs/603cmr46.html](http://www.doe.edu/lawsregs/603cmr46.html).

**Revised and adopted by the Arlington School Committee March 24, 2016**

[Delete and Remove policy](#) File: KGC

**SMOKING ON SCHOOL PREMISES AT PUBLIC FUNCTIONS  
NO SMOKING POLICY**

The use of tobacco products is prohibited from Arlington Public School buildings and grounds, in school vehicles and at all school sponsored activities. This prohibition extends to employees, students and visitors.

[Delete 3/24/2016](#)

## **VISITORS TO THE SCHOOLS**

During the school day ~~N~~o persons except parents or guardians of children; those appointed for the purpose by the Committee; or those officially connected with the schools shall be allowed in the schools, unless permission is given by the Superintendent or his/her designee. A log shall be maintained in each school office to record the name, who visiting, purpose of visit, and time. Visitors shall sign in as dictated in each school's entry procedures.

Parent/guardians should call the Principal to make a conveniently prearranged appointment with the teacher, for those who may wish to visit the school or classroom.

The purpose of this policy is to rely on the judgement of the Principal in determining the appropriateness of such parent/guardian visitation. The decision of the Principal is final.



## **Town of Arlington, Massachusetts**

---

**Submitted by Judson Pierce, Chair**